

OFM Training

ACCOUNTING DIVISION

CLIENT SERVICE CONTRACTS OVERVIEW

Class Description:	This seven-hour class is designed to give participants a detailed overview of the client service contracting process using discussion and group exercises. Topics include in depth discussion of contract management, contractor selection, risk assessment, risk management, and contract monitoring. This class meets the mandatory contracts training requirement for state agency staff who manage or execute client service contracts. (RCW 39.29)
Target Group:	Agency personnel who manage or execute client service contracts.
Class Objectives:	<p>Upon completion of this class, participants should be able to:</p> <ul style="list-style-type: none">• Understand effective contract management• Identify client service contracts and distinguish them from other types of contracts• Understand how to use the Guide to Client Service Contracting• Understand contract risk assessment and risk management• Reference the ethics law and understand how it relates to contracting